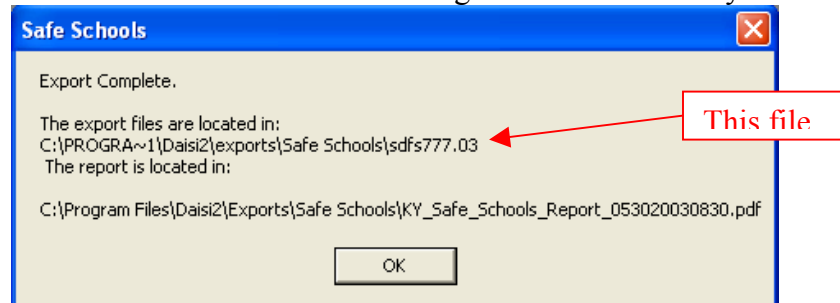# FTP Instructions for Submitting the 2002-03 Safe Schools Report

Note the path of the Safe Schools export file when it is created using the STIDistrict software.
For most users, the file will be located in the C:\Program Files\Daisi2\Exports\Safe Schools (or c:\progra~1\Daisi2\exports\Safe Schools as shown below). The file name will be similar to sdfs***.03 where the *** is the district number and 03 signifies the academic year.
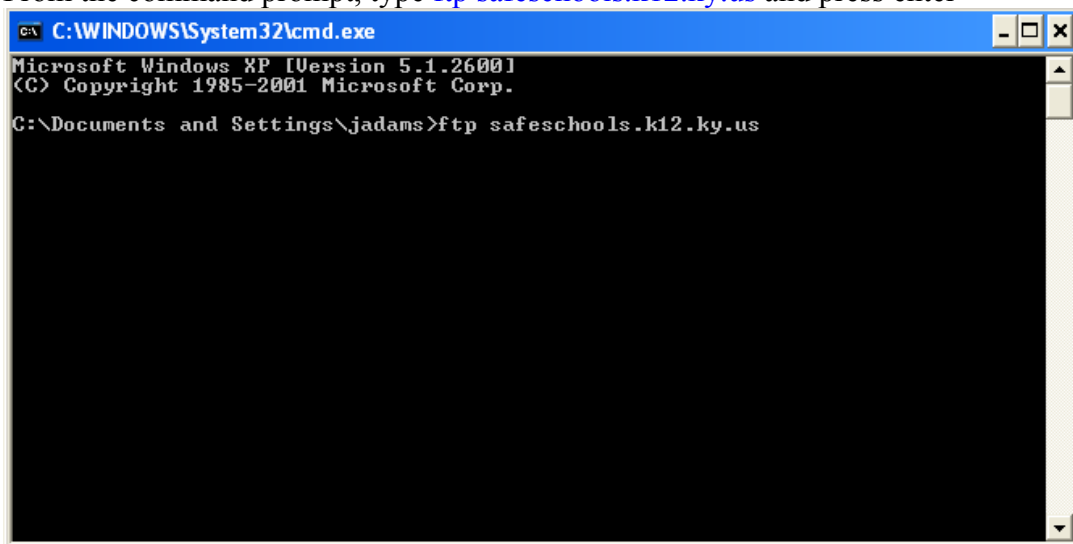
Safe Schools

Export Complete.

The export files are located in:
C:\PROGRA~1\Daisi2\exports\Safe Schools\sdfs777.03
The report is located in:

C:\Program Files\Daisi2\Exports\Safe Schools\KY_Safe_Schools_Report_053020030830.pdf
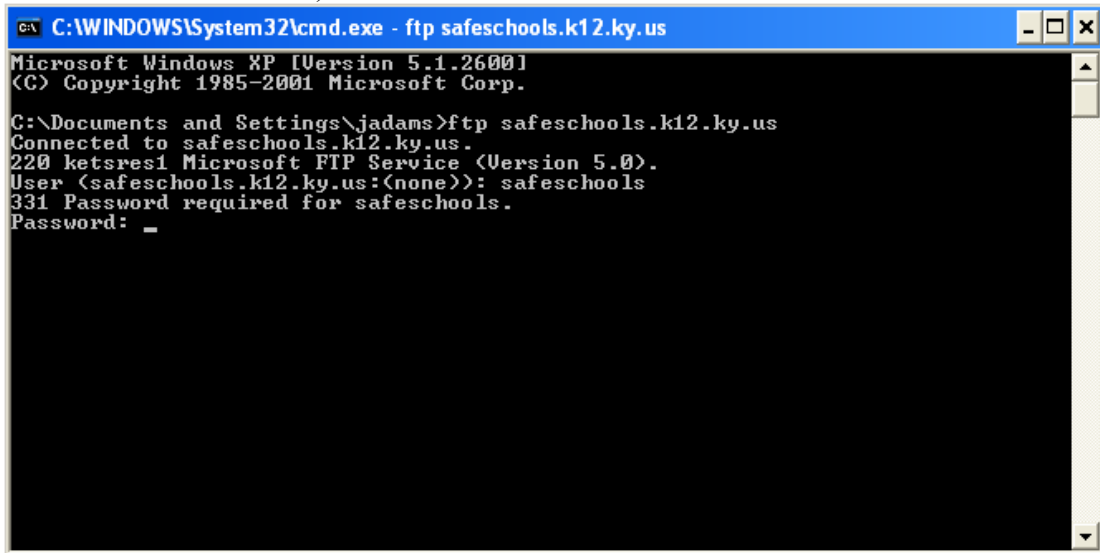
This file

OK

FOR WINNT/2000 USERS
(see instructions beginning on page 5 for Win9x users)

TRANSFER INSTRUCTIONS FOR WINNT/2000 USERS
1. Go to a DOS prompt
2. Click on Start\Run
3. Type in cmd and press enter
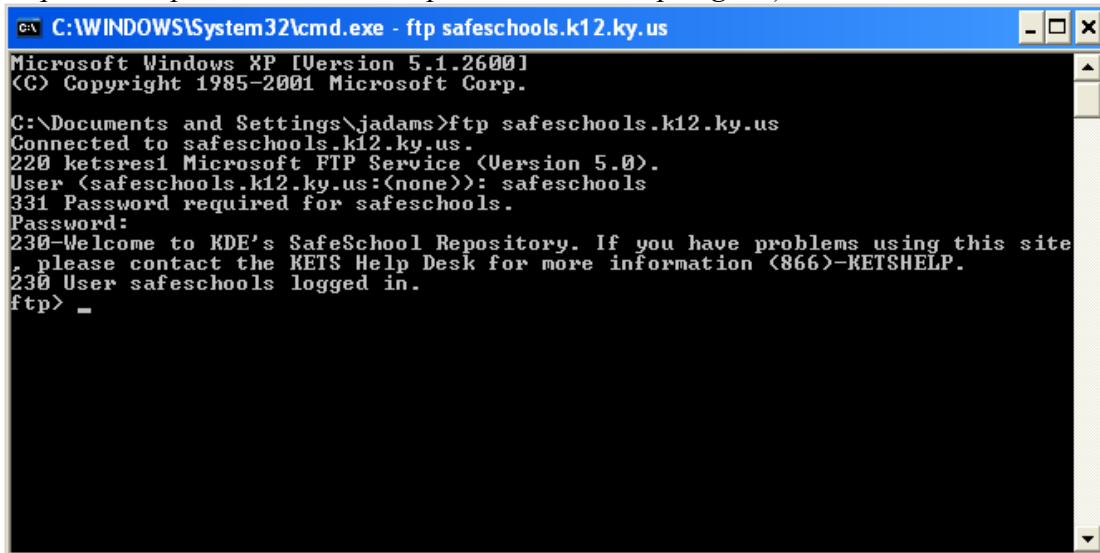4. From the command prompt, type ftp safeschools.k12.ky.us and press enter

C:\WINDOWS\System32\cmd.exe

```
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\jadams>ftp safeschools.k12.ky.us
```

Last Revised: 6/2/2003

5. At the User prompt, type in safeschools and press enter
6. At the Password prompt, type in safeschools and press enter (while typing the password, the cursor will not move)
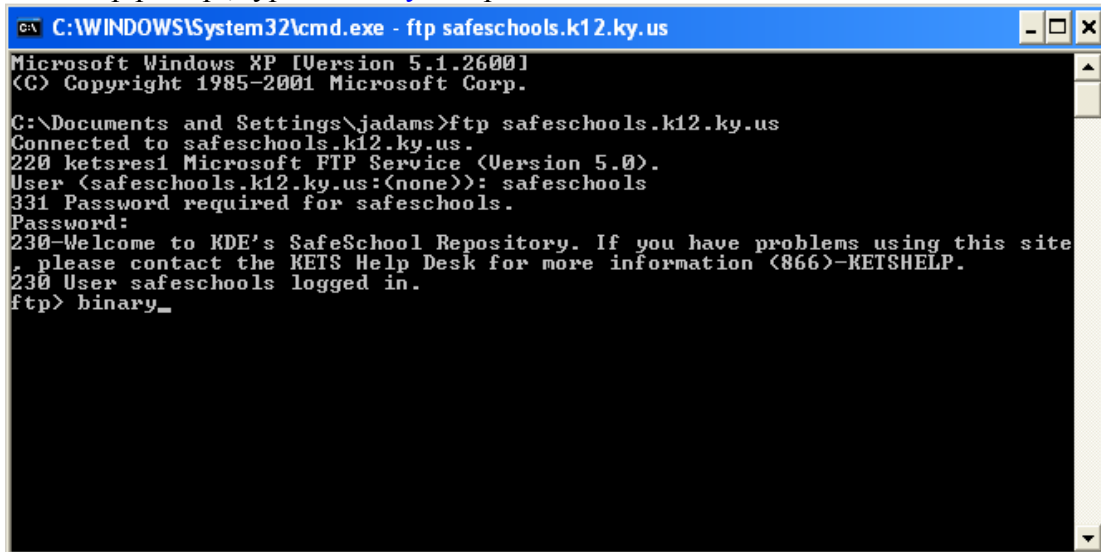

7. If the logon was successful, a "Welcome" message appears as below. *(If the logon was unsuccessful, a "Login Failed" message will appear. If the logon was unsuccessful, type in quit – and press enter – and repeat the above steps again.)*
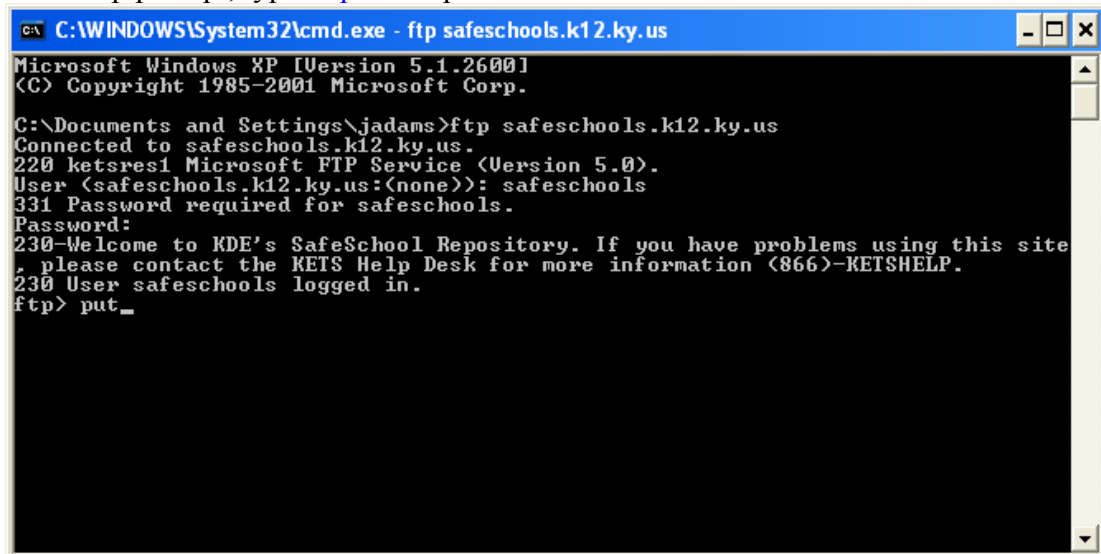
Last Revised: 6/2/2003

8. At the ftp prompt, type in binary and press enter


```
C:\WINDOWS\System32\cmd.exe - ftp safeschools.k12.ky.us

Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\jadams>ftp safeschools.k12.ky.us
Connected to safeschools.k12.ky.us.
220 ketsres1 Microsoft FTP Service (Version 5.0).
User (safeschools.k12.ky.us:(none)): safeschools
331 Password required for safeschools.
Password:
230-Welcome to KDE's SafeSchool Repository. If you have problems using this site
, please contact the KETS Help Desk for more information (866)-KETSHELP.
230 User safeschools logged in.
ftp> binary_
```
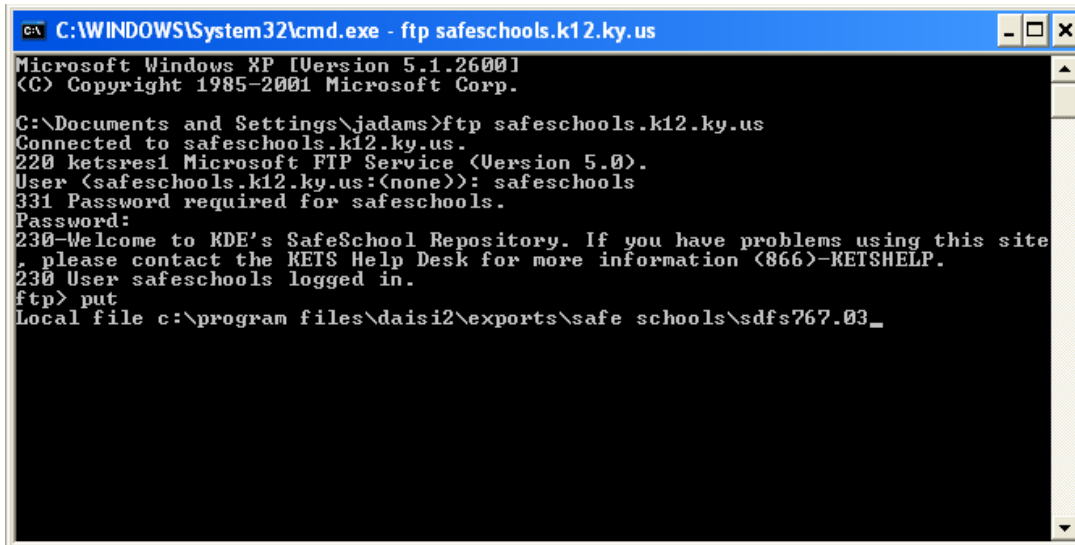
9. At the ftp prompt, type in put and press enter


```
C:\WINDOWS\System32\cmd.exe - ftp safeschools.k12.ky.us

Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\jadams>ftp safeschools.k12.ky.us
Connected to safeschools.k12.ky.us.
220 ketsres1 Microsoft FTP Service (Version 5.0).
User (safeschools.k12.ky.us:(none)): safeschools
331 Password required for safeschools.
Password:
230-Welcome to KDE's SafeSchool Repository. If you have problems using this site
, please contact the KETS Help Desk for more information (866)-KETSHELP.
230 User safeschools logged in.
ftp> put_
```
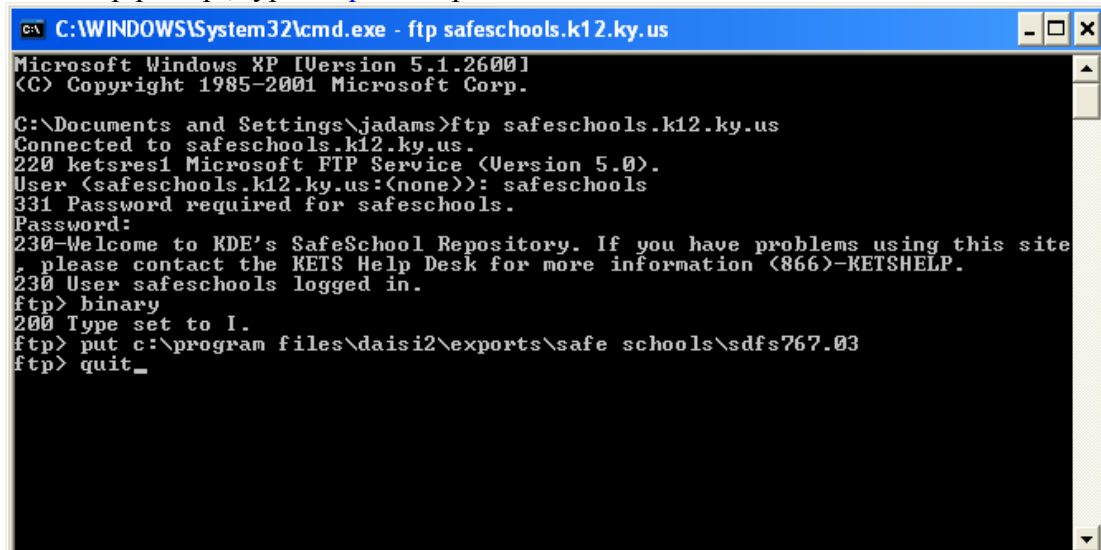
Last Revised: 6/2/2003

10. At the Local File prompt, type in the location of the Safe Schools file as noted at the beginning of these instructions and press enter
   a. For **WinNT/2000** users the path will be similar to what is shown below.
      c:\program files\daisi2\exports\safe schools\sdfs***.03
      where *** is the district number

11. At the ftp prompt, type in quit and press enter

12. Close the dialog box by clicking on the "x" in the right-hand corner

FOR WIN9X USERS

TRANSFER INSTRUCTIONS FROM A DOS PROMPT FOR WIN9X USERS
1. Go to a DOS prompt
2. Click on Start\Run
3. Type in command and press enter
4. From the command prompt, type ftp safeschools.k12.ky.us and press enter

```
C:\WINDOWS\System32\command.com

Microsoft(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.

C:\DOCUME~1\JADAMS>ftp safeschools.k12.ky.us
```
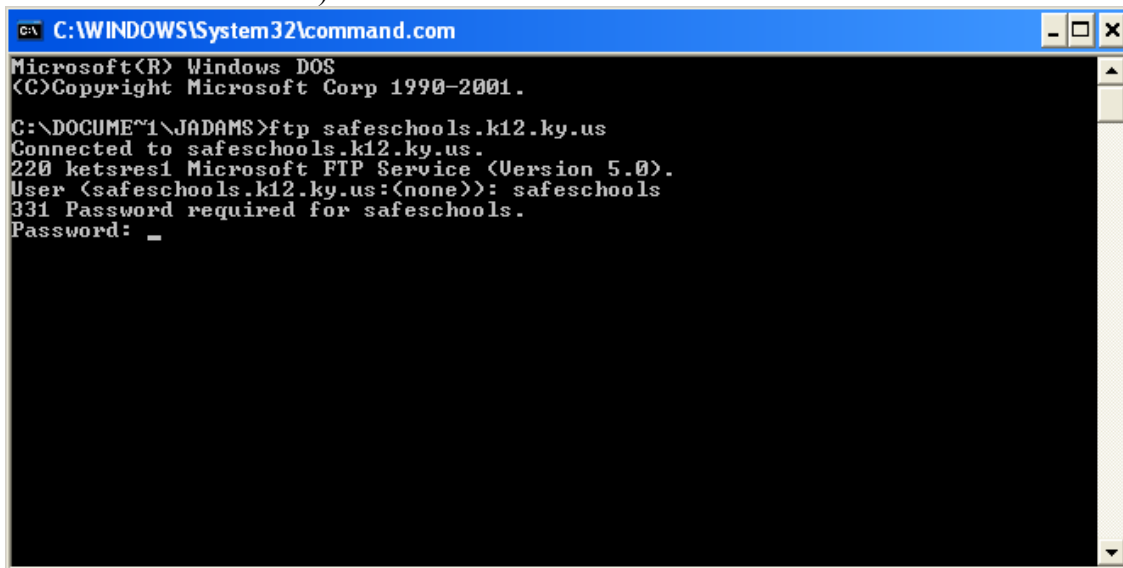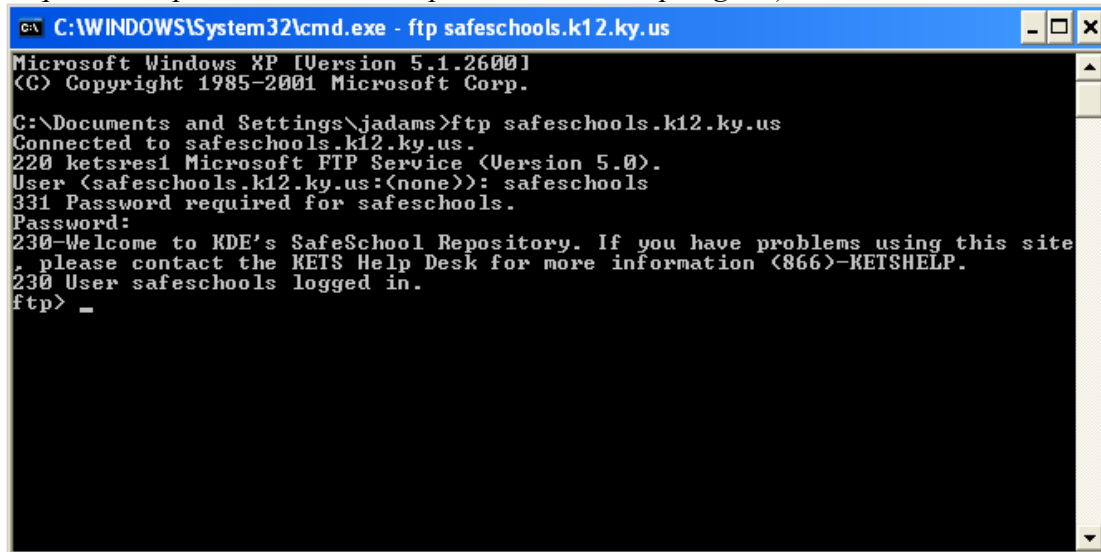
5. At the User prompt, type in safeschools and press enter
6. At the Password prompt, type in safeschools and press enter (while typing the password, the cursor will not move)

```
C:\WINDOWS\System32\command.com

Microsoft(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.

C:\DOCUME~1\JADAMS>ftp safeschools.k12.ky.us
Connected to safeschools.k12.ky.us.
220 ketsres1 Microsoft FTP Service (Version 5.0).
User (safeschools.k12.ky.us:(none)): safeschools
331 Password required for safeschools.
Password: _
```
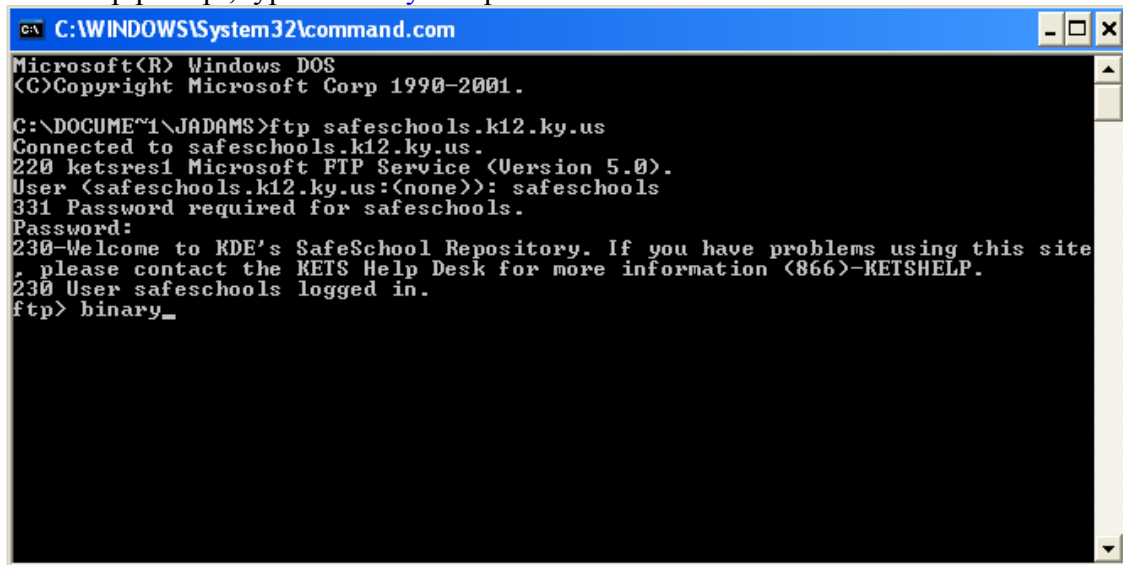
Last Revised: 6/2/2003

7. If the logon was successful, a "Welcome" message appears as below. *(If the logon was unsuccessful, a "Login Failed" message will appear. If the logon was unsuccessful, type in quit – and press enter – and repeat the above steps again.)*

8. At the ftp prompt, type in binary and press enter

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9. At the ftp prompt, type in put and press enter

10. At the Local File prompt, type in the location of the Safe Schools file as noted in the dialog box when the Safe Schools Report was generated and press enter
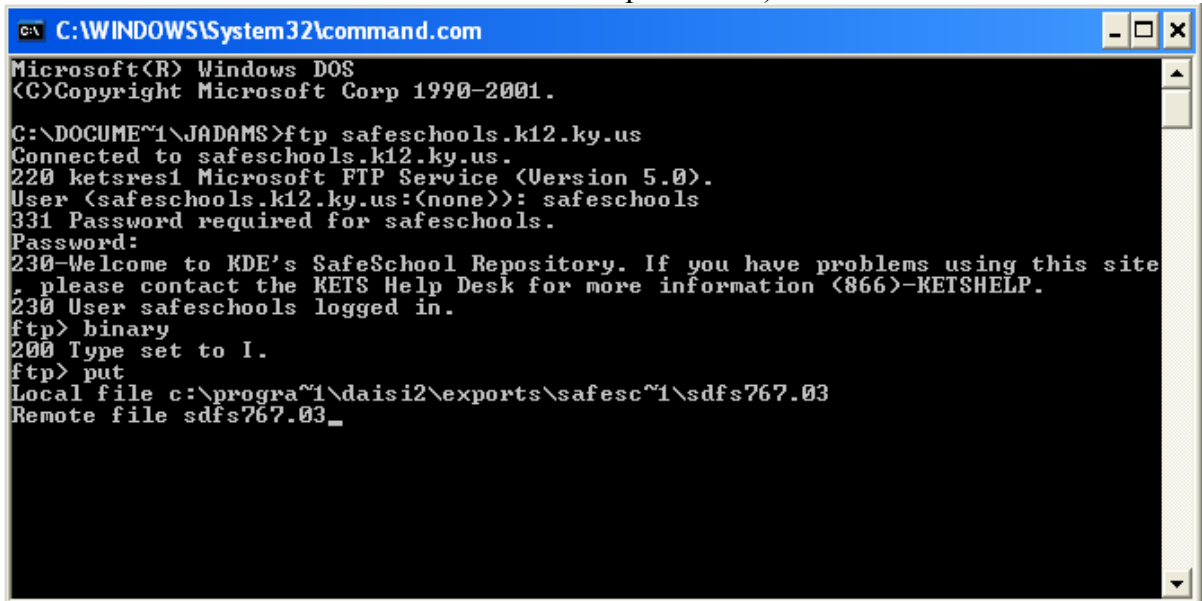   a. For **Win9x** users the path will be similar to what is shown below.
      c:\program~1\daisi2\exports\safesc~1\ sdfs***.03
      where *** is the district number

Last Revised: 6/2/2003

11. At the Remote File prompt, type in the name of the Safe Schools File (similar to sdfs***.03 where *** is the district number and press enter)

```
C:\WINDOWS\System32\command.com

Microsoft(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.

C:\DOCUME~1\JADAMS>ftp safeschools.k12.ky.us
Connected to safeschools.k12.ky.us.
220 ketsres1 Microsoft FTP Service (Version 5.0).
User (safeschools.k12.ky.us:(none)): safeschools
331 Password required for safeschools.
Password:
230-Welcome to KDE's SafeSchool Repository. If you have problems using this site
, please contact the KETS Help Desk for more information (866)-KETSHELP.
230 User safeschools logged in.
ftp> binary
200 Type set to I.
ftp> put
Local file c:\progra~1\daisi2\exports\safesc~1\sdfs767.03
Remote file sdfs767.03_
```
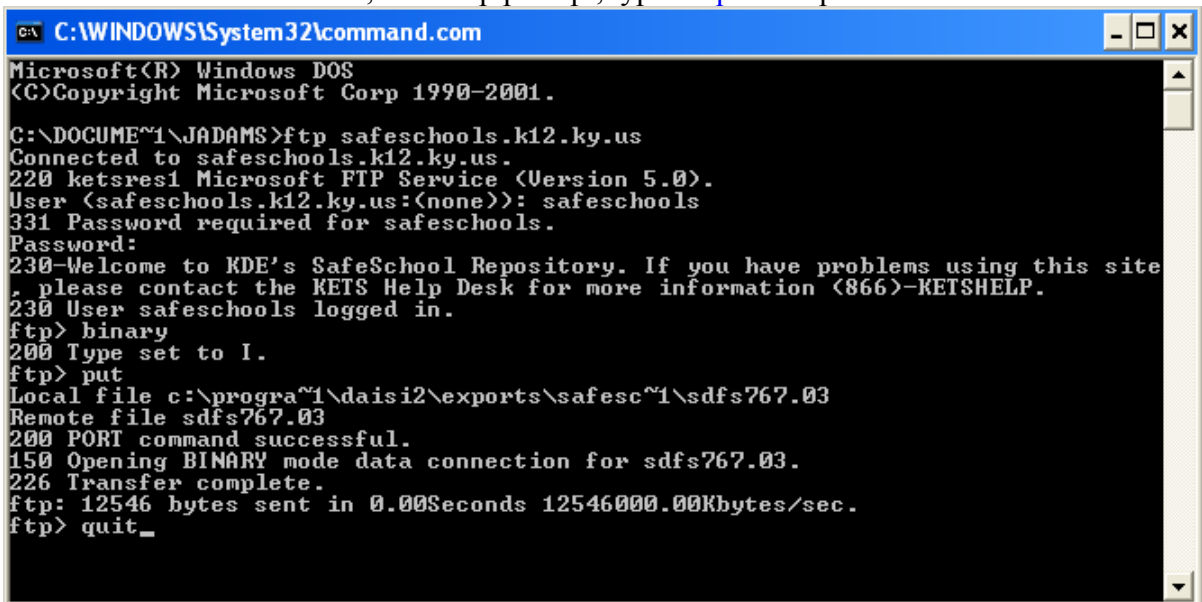
12. After the file has transferred, at the ftp prompt, type in quit and press enter

```
C:\WINDOWS\System32\command.com

Microsoft(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.

C:\DOCUME~1\JADAMS>ftp safeschools.k12.ky.us
Connected to safeschools.k12.ky.us.
220 ketsres1 Microsoft FTP Service (Version 5.0).
User (safeschools.k12.ky.us:(none)): safeschools
331 Password required for safeschools.
Password:
230-Welcome to KDE's SafeSchool Repository. If you have problems using this site
, please contact the KETS Help Desk for more information (866)-KETSHELP.
230 User safeschools logged in.
ftp> binary
200 Type set to I.
ftp> put
Local file c:\progra~1\daisi2\exports\safesc~1\sdfs767.03
Remote file sdfs767.03
200 PORT command successful.
150 Opening BINARY mode data connection for sdfs767.03.
226 Transfer complete.
ftp: 12546 bytes sent in 0.00Seconds 12546000.00Kbytes/sec.
ftp> quit_
```

13. Close the dialog box by typing in the word exit and pressing enter